

**BEFORE THE STATE BOARD OF MEDIATION
STATE OF MISSOURI**

COMMUNICATIONS WORKERS OF)	
AMERICA, AFL-CIO,)	
)	
Petitioner,)	
)	
v.)	
)	
DEPARTMENT OF SOCIAL SERVICES,)	Public Case No. 83-012
STATE OF MISSOURI,)	
)	
and)	
)	
OFFICE OF ADMINISTRATION,)	
STATE OF MISSOURI,)	
)	
Respondents.)	

JURISDICTIONAL STATEMENT

This case appears before the State Board of Mediation upon Communications Workers of America, AFL-CIO, filing a Petition for Certification as public employee representative of certain employees of the Department of Social Services. Hearings were held on March 6 and March 7, 1984 in Jefferson City, Missouri, at which representatives of the petitioner and respondents were present. The case was heard by State Board of Mediation Chairman Mary Gant, Employer Member Norman Litz, and Employee Member James O'Mara. The State Board of Mediation is authorized to hear and decide issues concerning appropriate bargaining unit determinations by Section 105.525, R.S.Mo., 1978.

At the hearings, the parties were given full opportunity to present evidence. The Board, after careful review of the evidence, sets forth the following findings of fact and conclusions of law.

FINDINGS OF FACT

Respondent, Department of Social Services, exists by virtue of Article IV, Section 37 of the State Constitution and state statutes. The Department's mission is to coordinate various state programs designed to assist those citizens unable to provide for themselves and for the rehabilitation of victims of social disadvantage. The Department provides services statewide and employs over 6,000 people. The Department is organized into "staff" divisions and "program" divisions.

The staff divisions include the Division of Data Processing, the Division of Finance, the Division of General Counsel, the Division of Personnel Administration and the Division of Budget and Planning. The program divisions include the Division of Aging, the Division of Family Services, the Division of Health, the Division of Manpower Planning, and the Division of Youth Services.

The Department is headed by the director of the Department of Social Services. Subordinate to the director are four deputy directors. One each for health services, services to children, staff divisions and program divisions. The deputy director of staff divisions (staff deputy) is the chief of staff to the director of the department and acts as director during the director's absence. The staff deputy supervises all the directors of the staff divisions except the division of general counsel. Also subordinate to the department director is the deputy director for programs (program deputy). The program deputy works with each program division in the development of major programs, coordinating program divisions with other departments of state government. Further, the program deputy assists the department director in analyzing policies of divisions within the department, reviewing proposed state and federal legislation relating to the department. Each division, whether "staff" or "program" has a director supervised by their respective deputy directors.

The proposed bargaining unit includes all employees of the Department of Social Services, excluding supervisors, confidential and managerial employees, and excluding

all employees represented by other certified bargaining representatives. Respondent asserts that certain employees in the bargaining unit previously certified by the Board in Case No. 81-030 should be included in the instant bargaining unit. In an order dated February 23, 1984, the board overruled Respondent's Motion to clarify the instant bargaining unit to include employees already represented and the Board reaffirmed its ruling at the hearing on March 6, 1984.

The proposed bargaining unit includes over 4,000 employees. The positions to be included in the unit are contained in Schedule B attached to the stipulation of the parties filed at the hearing. In dispute is whether six job classifications -- health program representative III, social service supervisor I, income maintenance supervisor I, child support enforcement supervisor I, case analyst supervisor I and maintenance supervisor I -- should be included in the appropriate bargaining unit. Also to be determined is whether certain teachers employed by the department should be included in the bargaining unit.

HEALTH PROGRAM REPRESENTATIVES III

The Department of Social Services employs 14 individuals in a position of health program representative III (HPR III) in the division of health. These employees perform a variety of duties including coordinating specific health programs, negotiating contracts with provider facilities, maintaining a liaison with program participants and preparing and introducing legislation related to program needs. Those in this job classification are responsible for planning and monitoring health programs and making recommendations to the deputy program director regarding health program policies and procedures. The programs in which HPR III employees are involved include immunization, hemophilia, mental retardation, genetic disease, sickle cell anemia, and other health-related programs. Those serving in this classification are usually in charge of a major aspect of

a program or serve as an assistant bureau director, with duties requiring much responsibility and technical expertise. HPR III employees at a pay level of 23.

SOCIAL SERVICES SUPERVISOR I

The department employs approximately 181 persons in the job classification of social services supervisor I (SSS I). The duties of a SSS I vary depending on where in the state they are employed. However, certain generalizations can be made about the nature of this position. A SSS I is authorized to direct a relatively small number of social workers in cases involving child abuse and neglect, adoption and foster care. The SSS I is subject to the local supervision of those employees classified as SSS II, III and IV. The SSS I is responsible for assigning clients to social workers and coordinating case work activity to insure efficiency. They often are involved in individual case work including substituting for absent case workers, dealing directly with clients on the telephone and at the client's homes.

No evidence was produced that those persons employed as SSS I have the authority to hire, fire, promote or transfer employees but they may make such recommendations to their supervisor. The evidence adduced at the hearing indicates that a SSS I exercises very little independent judgment with respect to other employees within their division. Uncontradicted testimony established that all authority to hire, fire, or promote an employee resides in the appointing authority as authorized by state statute and department policy which is governed by the state merit system. SSS I employees do not have the authority to recommend merit raises. Given the evidence set forth, the Board must conclude that the SSS I position is in fact an entry level position in that all SSS I recommendations must be reviewed by a higher authority before they are acted upon. An SSS I is employed at the pay grade of 17.

INCOME MAINTENANCE SUPERVISOR I

The department's division of family services employs approximately 202 employees in the position of income maintenance supervisor I (IMS I). Each IMS I supervises from six to ten case workers who investigate recipients of grant programs for the purpose of determining their eligibility for continued assistance. Employees in this job classification do not assign work to case workers but instead coordinate their activities to insure efficiency. IMS I employees often engage in routine case work when a case worker is absent or when the case load is large. An IMS I may spend as much as 50% of their time performing general case work investigation. Said employees do not hire or fire employees nor do they generally recommend personnel actions such as transfer, promotion or discharge. Further, the Board finds that the IMS I employee exercises little independent judgment or discretion as most of their work is routine in nature. The IMS I has a pay grade level of 17.

CHILD SUPPORT ENFORCEMENT SUPERVISOR I

The department employs 22 persons in position of child support enforcement supervisor I (CSES I). Each CSES I supervises six to ten subordinates known as child support enforcement technicians. The subordinate employees assist in locating absent parents for the purpose of collecting overdue child support. In the large metropolitan area district offices a CSES I normally directs a unit of three to four child support technicians. In the outlying areas, however, the CSES I supervises the entire operation of a small office, usually directing three or four subordinates. CSES I employees are authorized to hire other employees and direct and assign the work force. There exists no extensive multi-layers of supervision as there are in the positions of SSS I and IMS I. Further, CSES I employees adjudicate grievances, schedule vacations and evaluate the performance of their subordinates. CSES I employees are paid at a pay grade of 17.

CASE ANALYST SUPERVISORS

The department employs 13 individuals in a position of case analyst supervisor I (CAS I). These employees work with the division of family services and division of aging, supervising the activities of 58 subordinate employees. Each CAS I supervises between five and seven cases analysts located in a prescribed geographic region of the state. The position requires frequent travel to various county offices. CAS I employees have the authority to evaluate the work of subordinate employees and make recommendations to their immediate superiors, a case analyst supervisor II. Further duties of a CAS I are to direct and assign duties to staff members and recommend personnel matters such as hiring, firing, promotion and transfer of other employees. Further, they have the authority to adjudicate grievances, schedule vacation time, and initiate disciplinary action. They are paid at grade level 19.

MAINTENANCE SUPERVISOR I

There are only three persons employed by the department in the position of maintenance supervisor I (MS I). In another decision rendered by the Board, one of these employees was excluded from the bargaining unit because of the position's supervisory status. The two remaining MS I employee positions are disputed job classifications in this proceeding. Evidence adduced at the hearing indicates that each MS I supervises approximately five subordinate maintenance positions. The MS I is not generally required to perform physical tasks such as painting and carpentry but may assist in this capacity if problems arise. Each MS I is authorized to direct and assign the work force, to recommend personnel actions such as hiring, firing, promotion and transfer. Evidence indicates that the recommendations of the MS I are generally followed. Further, MS I resolve employee grievances and schedule vacation time. A MS I spends approximately 60% of their time supervising other employees. Twenty percent of the time is spent on job estimates, drawing plans, prints and floor plans. The

other 20% of the time is spent in an administrative capacity such as requisitioning materials, keeping records and inventory, and attending staff meetings. Those in this position are responsible for evaluating other employees and making recommendations to supervisors who have no direct authority over those persons under the MS I position. Consequently, the Board must conclude that the MS I position requires the exercise of a considerable amount of independent judgment and discretion.

TEACHERS

The parties have stipulated that those employees in the classifications of academic teacher, special education teacher, vocational training instructor, and vocational teacher, are employees that are certified by the Board of Education. They provide instruction to other individuals as their primary job function and they participate in the state teachers retirement system. These employees, however, are not employed by a school district, college or university and they are not tenured employees.

CONCLUSIONS OF LAW

The Communications Workers of America, AFL-CIO, has petitioned to be certified as the public employee representative for all employees of the Department of Social Services, excluding supervisors, confidential employees, managerial employees and all employees presently represented by other certified bargaining representatives. The parties have agreed that a department wide bargaining unit is appropriate. Further, the parties have stipulated to the exclusion from the bargaining unit of the employees listed in Schedule A attached hereto and the inclusion in the bargaining unit of the employees listed in Schedule B attached hereto. It should be noted that certain employees included in Schedule B are highly skilled employees who would appear to be "professional employees" in terms of training, experience and education. However, the parties have stipulated that these employees are to be included in the bargaining unit.

In reference to those employees in the classifications of academic teacher, special education teacher, vocational training instructor and vocational teacher, Board finds that since these employees are not employed by any school district, college or university, they are not teachers within the meaning of Section 105.510, R.S.Mo. and therefore are included in the bargaining unit.

The respondent contends that those employed in the job classification of HPR III are managerial employees and thus should be excluded from the bargaining unit. Because of an obvious conflict of interest a managerial employee would have with other employees in a proposed bargaining unit, the Board must exclude all those employees deemed managerial. Employees are considered managerial if they formulate, determine and effectuate the employer's policies. Given the high degree of responsibility afforded HPR III's in planning and monitoring statewide health programs, the Board concludes that HPR III's are in fact managerial employees and must be excluded from the bargaining unit.

The Respondent contends the remaining positions in dispute --- social services supervisor I, income maintenance supervisor I, child support enforcement supervisor I, case analyst supervisor and maintenance supervisor I --- are supervisory employees and therefore should be excluded from the unit. The Board has long recognized that certain employees possess sufficient supervisory status to warrant their exclusion from a bargaining unit of other employees. In Golden Valley Registered Nurses Association v. Golden Valley Memorial Hospital, Public Case No. 102 (SBM 1980), and other cases, this Board has articulated factors to consider in determining supervisory status of employees. The effort is to determine whether a particular employee is a true "supervisor" whose duties involve acting directly or indirectly in the interests of the employer in relation to other employees or whether the employee is merely a working foreman whose responsibilities would not justify exclusion from an appropriate bargaining unit. The factors to be considered in reaching this determination include:

1. The authority to effectively recommend the hiring, promotion, transfer, discipline or discharge of employees;
2. The authority to direct and assign the work force;
3. The number of employees supervised and the number of other persons exercising greater, similar or lesser authority with respect to the same employees;
4. The level of pay, including an evaluation of whether a person is paid for their skill or for their supervision of other employees;
5. Whether a person primarily supervises an activity or primarily supervises other employees;
6. Whether a person is a working supervisor or whether they spend a substantial majority of work time overseeing others, and
7. The amount of independent judgment and discretion exercised in the supervision of employees.

An application of the factors cited above to the facts of this case as follows:

SOCIAL SERVICES SUPERVISOR I

At the pay level grade of 17, the SSS I must be considered an entry level position not indicative of supervisory status. There is insufficient evidence to warrant the conclusion that SSS I's effectively recommend the hiring, promotion, transfer, discipline or discharge of other employees. Although they do direct and assign the work force, SSS I's exercise little independent judgment in their duties. Further, SSS I's are often subordinate to social services supervisors II, III and IV, and normally oversee only a small number of employees. Further, SSS I's spend a substantial amount of their time working as case workers, doing the same work as those employees they allegedly supervise. In view of the foregoing, the Board concludes that SSS I's do not exercise authority sufficient to be considered supervisors. Instead, the authority exercised by SSS I's is closer to that of a working foreman rather than that of a true supervisor. Consequently, SSS I's shall be included in the appropriate bargaining unit.

INCOME MAINTENANCE SUPERVISOR I

The IMS I is also paid at a pay grade level of 17, indicating non-supervisory status. Given a large number of those employed as IMS I's, the position must be considered entry level. An IMS I spends as much as 50% of their time performing general case work investigation. Moreover, the record as a whole does not support the conclusion that IMS I's effectively recommend personnel actions. Therefore, the Board concludes that the IMS I's are not true supervisors but are instead working foremen that are to be included in the appropriate bargaining unit.

CHILD SUPPORT ENFORCEMENT SUPERVISOR I

There are only 22 persons employed in the position of CSES I. Evidence established that CSES I employees do effectively recommend and make personnel decisions, evaluating performances of subordinate employees and adjudicating employee grievances. Most importantly, however, is that there exists no higher positions within their job classification as is found in the positions of SSS I and IMS I. Accordingly, the Board rules that CSES I's are supervisors and thus must be excluded from the unit.

CASE ANALYST SUPERVISOR I

There are only 13 persons employed in the position of CAS I, who are paid at grade level 19. The record as a whole indicates that a CAS I has the authority to effectively make recommendations concerning other employees in regard to matters such as hiring, firing, promotion and transfer. Further, a CAS I may initiate disciplinary action and adjudicate grievances. Given the substantial discretion and independent judgment afforded CAS I's in the performance of their duties, the Board must conclude that a CAS I is a true supervisor and therefore shall be excluded from the appropriate bargaining unit.

MAINTENANCE SUPERVISOR I

Without question, the two employees classified as MS I, exercise the authority of a true supervisor. They spend 60% of their time supervising other employees, directing and assigning the work force, and recommending personnel actions. The other time spent on the job largely consists of administrative duties. Given the considerable amount of discretion afforded MS I's in dealing with subordinate employees, the Board deems the positions as being supervisory and thus excluded from the unit.

DECISION

It is the decision of the State Board of Mediation that an appropriate unit of employees is as follows:

All employees in the Department of Social Services listed in Schedule B attached hereto and all those employed in the classifications of social service supervisor I, income maintenance supervisor I and teachers; excluding supervisors, confidential, and managerial employees listed on Schedule A attached hereto and excluding those employees in the classification of child support enforcement supervisor I, case analyst supervisor I, and maintenance supervisor I, and all employees represented by other certified bargaining representatives.

DIRECTION OF ELECTION

An election by secret ballot shall be conducted by the Chairman of the State Board of Mediation among the employees in the unit found appropriate, as early as possible, but not later than 45 days from the date below. The exact time and place will be set forth in the notice of election to be issued subsequently, subject to the Board's rules and regulations. Eligible to vote are those in the unit who were employed during the payroll period immediately preceding the date below, including employees who did not work during the period because of vacation or illness. Ineligible to vote are those employees who quit or were discharged for cause since the designated payroll period and who have not been rehired or reinstated before the election date. Those eligible to

vote shall vote whether or not they desire to be represented for the purpose of exclusive recognition by petitioner, Communications Workers of America, AFL-CIO.

It is hereby ordered that the respondent shall submit to the Chairman of the State Board of Mediation, as well as to the petitioner, within fourteen days from the receipt of this decision an alphabetical list of the names and addresses of employees in the unit determined above to be appropriate who were employed during the payroll period immediately preceding the date of this decision.*

Signed this 31st day of May, 1984.

(SEAL)

STATE BOARD OF MEDIATION

/s/ Mary L. Gant

Mary L. Gant, Chairman

/s/ Norman Litz

Norman Litz, Employer Member

/s/ Jim O'Mara

Jim O'Mara, Employee Member

*It is also ordered that the Petitioner submit to the Chairman any additional authorization cards that they may have within three (3) days from receipt.

Schedule A

CLASSES TO BE EXCLUDED FROM THE BARGAINING UNIT

<u>INDEX NO.</u>	<u>CLASSIFICATION TITLE</u>	<u>BASIS FOR EXCLUSION</u>
0003	Clerk III	C
0004	Clerk IV	C
0012*	Clerk Stenographer II	C
0013	Clerk Stenographer III	C
0022*	Clerk Typist II	C
0023	Clerk Typist III	C
0028	Composition & Design Supervisor	C
0029	Films & Literature Supervisor	S
0031	Clerical Services Supervisor	S
0060	Mailing Equipment Operator	C
0063	Mail Room Supervisor	C
0068	Photo Machine Supervisor	S
0073	Duplicating Equipment Operator I	C
0074	Duplicating Equipment Operator II	C
0075	Duplicating Equipment Operator III	C
0104	Data Entry Supv. I	S
0105	Data Entry Supv. II	S
0106	Data Entry Supv. III	S
0118	Data Control Clerk I	C
0119	Data Control Clerk II	C
0122	EDP Scheduler	C
0124	Computer Support Services Supv.	S
0132	Computer Operator Trainee	C
0133	Computer Operator I	C
0134	Computer Operator II	C
0135	Computer Operator III	C
0136	Computer Operator Supervisor I	S
0137	Computer Operator Supv. II	M
0138	Manager, Data Processing Operations	M
0141	Programmer Trainee	C
0142	Programmer I	C
0143	Programmer II	C
0144	Programmer III	C
0152	Programmer Analyst I	C
0153	Programmer Analyst II	C
0154	Programmer Analyst III	C
0155	Programmer Analyst Supv.	M
0156	Manager, Program Analysis	M
0162	Systems Analyst I	C
0163	Systems Analyst II	C
0164	Systems Analyst III	C

0172	Systems Programmer I	C
0173	Systems Programmer II	C
0175	Technical Support Supv.	M
0176	Manager, Technical Support	M
0181	Data Processing Specialist I	M
0182	Data Processing Specialist II	M
0186	Data Base Administrator	M
0197	Data Processing Mgr. I	M
0204	Storekeeper II	S
0205	Storekeeper III	S
0233	Office Services Coord.	M
0236	Procurement Officer I	C
0237	Procurement Officer II	C
0306	Auditor II	C
0307	Auditor III	C
0312	Accountant II	C
0313	Accountant III	S
0321	Chief Accountant	M
0353	Accounting Analyst II	C
0368	Budget Analyst I	C
0369	Budget Analyst II	C
0371	Budget Analyst IV	M
0383	Fiscal Mgmt. Administrator	M
0385	Chief Fiscal Sec., Manpower Planning	M
0388	Medicaid Fiscal Administrator	M
0401	Personnel Officer I	C
0402	Personnel Officer II	C
0403	Personnel Officer III	C
0404	Personnel Officer IV	C
0411	Personnel Analyst I	C
0412	Personnel Analyst II	C
0413	Personnel Analyst III	C
0415	Human Relations Officer I	C
0418	Human Relations Officer IV	C
0433	Research Analyst III	S
0434	Research Analyst IV	M
0440	Dir., State Center Health Statistics	M
0443	Research Manager, Social Services	M
0458	Public Info Officer	M
0493	Training Technician III	S/M/C
0501	Executive I	C
0502	Executive II	C
0505	Director, Management Services	M
0516	Business Manager	M
0530	Admin. Crippled Children's Services	M
0531	Deputy Director for Administration	M
0539	Administrative Officer - Soc. Serv.	M
0540	Building Manager I	M
0552	Management Analysis Spec. I	C
0553	Management Analysis Spec. II	C

0556	Planner I	C
0557	Planner II	C
0558	Planner III	C
0564	Admin. Consultant Medical Services	M
0572	Management Spec. Local Health Service	C
0576	Health Programmer Representative III	M
0584	Director Vital Records	M
0593	Chief Health Planning	M
0594	Health Planning & Development Dir.	M
0596	Chief Project Review and Development	M
0599	Receivership Administrator	M
0621	Medical Records Admin. II	S
0627	Personnel Clerk	C
0790	Manpower Planning Asst.	C
0792	Manpower Spec. I	C
0793	Manpower Spec. II	C
0795	Section Chief Manpower Planning	M
0797	Asst. Director Manpower Planning	M
2103	Dietitian III	S
2105	Dietary Consultant	M
3011	Education Supv. I	S
3012	Education Supv. II	M
3013	Director of Education	M
3059	Guidance Counselor - General	M
4006	Dentist II	M
4007	Dentist III	M
4024	Asst Dir., Bureau of Dental Health	M
4026	Director, Bureau of Dental Health	M
4107	Microbiologist IV	S/M
4108	Asst. Lab Director Health	M
4109	Public Health Lab Director	M
4114	Chemist IV	S/M
4275	Physician II	M
4280	Medical Specialist	M
4285	Medical Director I	M
4287	Medical Director III	M
4358	Chief Nursing Crippled Children's Serv.	M
4367	Institutional Advisory Nurse III	S
4368	Institutional Advisory Nurse IV	M
4369	Institutional Advisory Nurse V	M
4374	Community Health Nurse V	M
4378	Asst. Dir. Bureau of Com. Health Nurs.	M
4379	Director, Bureau of Com. Health Nurs.	M
4400	Clinical Psychologist I	M
4401	Clinical Psychologist II	M
4473	Speech and Hearing Pathologist	P
4475	Chief, Speech and Hearing Services	M
4504	Pharmaceutical Consultant	M
4518	Dir., Bur. of Nar. & Dangerous Drugs	M
4520	Emergency Medical Services Tech. II	M

4521	Supp. Food Program Admin. Health	M
4522	Asst. Supplemental Food Program Admin.	M
4525	Nutritionist III	S
4526	Nutritionist IV	M
4532	Maternal and Child Health Admin.	M
4542	Preventive Mental Retardation Admin.	M
4551	Health Facility Architect	M
4554	Dental Health Specialist III	M
4559	Director, Community Health Education	M
4560	Director, Bureau of Hosp. Lic. & Cert.	M
4561	Environ. Epidemiology Program Dir.	M
4564	Director, Sec. of Hosp. & Tech. Serv.	M
4565	Consultant Epidemiologist	M
4567	Public Health Vet. II	M
4568	Director Bureau of Vet. Pub. Health	M
4569	Director, Bureau of Chronic Diseases	M
4570	Deputy Director, Div. of Health	M
4573	Director, Sec. of Local Health	M
4574	Cancer Control Admin.	M
4575	Asst. Section Director	M
4576	District Health Admin.	M
4578	Director, Bureau of Emerg. Med. Servs.	M
4614	Environmental Sanitarian III	S
4615	Environmental Sanitarian IV	M
4616	Environmental Sanitarian V	M
4635	Radiological Health Analyst III	S
4636	Radiological Health Program Admin.	M
4637	Asst. Director, Bureau of Com. San.	M
3638	Director, Bureau of Community San.	M
4643	Mechanical Engineer II	M
5036	Training Manager, Social Services	M
5045	Youth Facility Manager I	M
5046	Youth Facility Manager II	M
5047	Youth Manager III	M
5054	Juvenile Treatment Coord. I	M
5055	Juvenile Treatment Coord. II	M
5056	Program Development Administrator	M
5060	Asst. Training School Supt.	M
5061	Training School Supt.	M
5067	Program Admin. I	M
5068	Program Admin. II	M
5069	Program Admin. III	M
5074	Deputy Director, Youth Services	M
5080	Youth Group Leader II	S
5111	Juvenile Placement Supervisor	S
5112	Juvenile Placement Supv. II	M
5113	Special Services Admin.	M
5131	Alternative Service Regional Manager	M
5132	Alternative Service Administrator	M
5135	Program and Planning Consultant	M

5140	Aging Program Spec. II	M
5141	Aging Program Admin.	M
5144	Child Care Licensure Representative II	S
5145	State Child Care Supv.	M
5149	State Child Care Supv.	M
5164	Supv. Employment Serv. for the Blind	M
5169	Coordinator, Prevention of Blind	M
5171	District Supv. Services for the Blind	M
5172	Supervisor, Rehabilitation of Blind	M
5173	Supervisor, Special Service to Blind	M
5174	Supv. Bus. Enterprise for the Blind	M
5185	Social Service Supv. II	S
5186	Social Service Supv. III	M
5187	Social Service Supv. IV	M
5188	Social Service Supv. V	M
5189	Social Service Supv. VI	M
5192	Case Analyst Supv. I	S
5193	Case Analyst Supv. II	M
5195	Quality Control Supv.	M
5197	State Consultant on Child Welfare	M
5198	State Consult. on Child Abuse and Neg.	M
5208	County Director I	M
5209	County Director II	M
5211	County Director III	M
5212	County Director IV	M
5214	County Director V	M
5215	County Director VI	M
5220	Regional Administrator	M
5222	Income Maintenance Supv. II	S
5223	Income Maintenance Supv. III	M
5224	Income Maintenance Supv. IV	M
5225	Income Maintenance Supv. V	M
5226	Income Maintenance Supv. VI	M
5233	Regional Consultant Residential Lic.	M
5234	State Supv. Residential Licensing	M
5235	Staff Development Spec. I	C
5236	Staff Development Spec. II	C
5237	Staff Development Spec. III	C
5238	Staff Development Supv.	M
5240	Social Service Contract Admin.	M
5242	Coordinator, Social Services Planning	M
5245	Asst. Chief Bur. for Blind & Vis. Imp.	M
5249	Program Development Specialist	M
5254	Program Manager I - Aging	M
5255	Program Manager II - Aging	M
5256	Program Manager III - Aging	M
5262	Senior Counsel	C
5263	Chief Counsel	C
5266	Child Support Enforcement Supv. I	S
5267	Child Support Enforcement Supv. II	M

5268	Child Support Enforcement Mgr.	M
5269	Family Services Program Admin.	M
5270	Asst. to the Director	M
5283	Medical Social Service Supv.	M
5295	Medicaid Utilization Analyst	C/M
5296	Investigator I	C
5297	Investigator II	C
5298	Investigator III	C
5299	Vendor Fraud Program Admin.	C
5327	Medicaid Utilization Manager	M
5329	Medicaid Utilization Admin.	M
5332	Provider Relations Supervisor	S
5344	Asst. Medicaid Admin.	M
5347	Asst. to the Deputy Dir. Med. Serv.	M
5390	Hearings Officers	C
5392	Hearings Unit. Supv.	C
6014	Maintenance Supervisor I	S

C = Confidential

S = Supervisory

M = Managerial

* = Employees in these classifications are excluded to the extent that they constitute confidential employees. See position listing attached hereto.

Schedule B

CLASSES TO BE INCLUDED IN THE BARGAINING UNIT

<u>INDEX NO.</u>	<u>CLASSIFICATION TITLE</u>
0001	Clerk I
0002	Clerk II
0011	Clerk-Stenographer I
0012	Clerk-Stenographer II
0021	Clerk-Typist I
0022	Clerk-Typist II
0025	Composing Equipment Operator I
0057	Aux. Equip. Operator I
0058	Aux. Equip. Operator II
0067	Photo Machine Operator
0083	Switchboard Operator I
0084	Switchboard Operator II
0101	Data Entry Operator I
0102	Data Entry Operator II
0201	Stores Clerk
0202	Storekeeper I
0301	Account Clerk I
0302	Account Clerk II
0305	Auditor I
0311	Accountant I
0431	Research Analyst I
0432	Research Analyst II
0451	Public Information Specialist I
0452	Public Information Specialist II
0454	Public Information Specialist III
0491	Training Technician I
0492	Training Technician II
0574	Health Program Representative I
0575	Health Program Representative II
0591	Health Planning Spec. I
0592	Health Planning Spec. II
1051	Groundskeeper I
2024	Laundry Worker II
2026	Laundry Supervisor
2061	Cook I
2062	Cook II
2063	Cook III
3005	Academic Teacher I
3006	Academic Teacher II
3007	Academic Teacher III
3021	School Librarian
3031	Education Assistant I

3032	Education Assistant II
3045	Special Education Teacher I
3046	Special Education Teacher II
3047	Special Education Teacher III
3065	Vocational Training Instructor I
3066	Vocational Training Instructor II
3067	Vocational Training Instructor III
3070	Vocational Teacher I
3071	Vocational Teacher II
3072	Vocational Teacher III
4101	Laboratory Helper
4102	Laboratory Assistant
4104	Microbiologist I
4105	Microbiologist II
4106	Microbiologist III
4111	Chemist I
4112	Chemist II
4113	Chemist III
4151	Medical Laboratory Tech.
4153	Medical Technologist I
4154	Medical Technologist II
4312	Nursing Assistant II
4350	LPN-Public Health
4356	Hospital Nursing Consultant
4365	Institutional Advisory Nurse I
4366	Institutional Advisory Nurse II
4370	Community Health Nurse I
4371	Community Health Nurse II
4372	Community Health Nurse III
4373	Community Health Nurse IV
4376	Consultant Comm. Health Nurse
4417	Rehabilitation Trainee
4471	Speech & Lang. Clin. I
4472	Speech & Lang. Clin. II
4519	Emer. Med. Serv. Tech. I
4523	Nutritionist I
4524	Nutritionist II
4530	Nutr. Prog. Spec.-Aging
4535	Boarding House Surveyor
4552	Dental Health Specialist I
4553	Dental Health Specialist II
4555	Health Educator I
4556	Health Educator II
4557	Health Educator III
4562	Health Facility Surv. Coord.
4563	Hosp. Adm. Consultant
4571	Field Rep. I - Chronic Disease
4572	Field Rep. II - Chronic Disease
4579	Research Assistant I
4612	Environmental Sanitarian I

4613	Environmental Sanitarian II
4618	Environmental Specialist I
4619	Environmental Specialist II
4633	Radiological Health Analyst I
4634	Radiological Health Analyst II
5026	Recreation Officer I
5027	Recreation Officer
5032	Outdoor Rehab. Counselor I
5076	Youth Specialist I
5077	Youth Specialist II
5078	Youth Specialist III
5079	Youth Group Leader I
5082	Regional Family Specialist
5109	Juvenile Placement Officer I
5110	Juvenile Placement Officer II
5116	Social Services Trainee
5139	Aging Prog. Spec. I
5143	Child Care Licensing I
5150	Rehab. Teachers Aide
5151	Rehab. Teacher for the Blind
5153	Rehab. Teacher, Preschool Blind
5156	Mobility Spec. for the Blind
5161	Vend. Fac. Supvr. for Blind
5163	Employment Spec. for the Blind
5167	Rehab. Counselor for Blind II
5176	Asst. Supvr., Bus. Entr. for Blind
5184	Social Service Supervisor I
5190	Special Prog. Asst. (Fam. Ser.)
5191	Case Analyst
5199	Social Service Worker I
5200	Social Service Worker II
5201	Child Welfare Specialist
5202	Caseworker
5221	Income Maintenance Supervisor I
5231	Home Economist I
5259	Community Services Aide
5264	Child Support Enforcement Tech.
5278	Clin. Casework Asst. I
5279	Clin. Casework Asst. II
5281	Medical Social Worker I
5282	Medical Social Worker II
5284	Psych. Social Worker I
5285	Psych. Social Worker II
5305	Food Program Rep. I
5306	Food Program Rep. II
5331	Medicaid Vendor Rel. Rep.
5334	Correspondence & Info. Spec. I
5335	Corrs. & Info. Spec. II
5337	Child Placement Coord.
5340	Medicaid Technician I

5341	Medicaid Technician II
5342	Medicaid Specialist
5350	Community Assistance Specialist
5352	Special Projects Coord.
6001	Laborer I
6002	Laborer II
6011	Maintenance Man I
6012	Maintenance Man II
6021	Automotive Driver
6052	Carpenter
6066	Painter
6343	Staff Artist III
6363	Photographer
6376	Audio-Video Specialist
7340	Communication Officer II